GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Creation of Telugu Akademi Society under A.P. Higher Education Department as a Society under the Andhra Pradesh Societies Registration Act, 2001 (Act No.35 of 2001) - Approval of Memorandum of Association, Rules, Bye-laws and Recruitment Rules for the Akademi in Andhra Pradesh – Orders – Issued.

HIGHER EDUCATION (U.E) DEPARTMENT

G.O.Ms.No.21. Dated:16-6-2020

Read the following **:**

1.G.O.Ms.No.1255, Education Department, Dated: 12.6.1968.
2.G.O.Ms.No.1256, Education Department, Dated:12.6.1968.
2. Andhra Pradesh State Re-organization Act, 2014. (Act.No.6 of 2014)

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ORDER:

Government of A.P. have issued orders in the references 1st and 2nd read above for establishment of Telugu Akademi for Development of Telugu Language and constitution of Board of Governors for the management of Telugu Akademi in the combined state of Andhra Pradesh, under the Andhra Pradesh (Telugu area) Public societies Registration Act, 1350.

2. After bifurcation of the State of Andhra Pradesh, the Memorandum of Association, Rules, Bye-laws & Rules for recruitment for officers & staff for creation of Telugu Akademi in Andhra Pradesh were not adopted by the state of Andhra Pradesh within two years from the date of bifurcation under section 101 of the Andhra Pradesh Reorganization Act, 2014.

3. Therefore, Govt. have decided to create Telugu Akademi in the State of Andhra Pradesh for development of Telugu Language with the following objectives:

(i) to promote the spread of the Telugu language and to develop it and secure its enrichment and modernization.

(ii) to work for the promotion, development, dissemination, and advancement of Telugu language and literature in India and foreign countries.

(iii) to promote standardization of scientific, technical and administrative terminology in Telugu and to prepare & publish glossaries and dictionaries.

(iv) to work for promotion, development, reform and advancement of the Telugu script.

(v) to evolve methodology and aids for the study and teaching of Telugu language.

(vi) to promote and undertake research in linguistics and to conduct the training classes for teachers in Telugu.

(vii) to publish text books for intermediate, degree, B.Ed., D.Ed., P.G etc., and reference books, dictionaries, glossary and various books for competitive examinations and supply them regularly to students and readers.

4. Accordingly, the Government after careful consideration, hereby issues orders to create Telugu Akademi in A.P under Andhra Pradesh Societies Registration Act, 2001 (Act No.35 of 2001). Government also conveys approval for Memorandum of Association, Rules, Bye-laws and Rules for recruitment of officers and staff to be adopted for creation of Telugu Akademi which are enclosed as Annexure-1, II, III and IV respectively to this order.

5. The Telugu Akademi Society will also look after the development of Sanskrit language along with Telugu and the Head quarter of Telugu Akademi is situated at Tirupati.

6. This order issues with the Finance Department concurrence vide U.O.No, FIN01-FMUOPC(HTE)/43/2019-FMU-HTE(Computer No.1057554), Dated:10.2.2020.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SATISH CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Chairperson of Telugu Akademi, Tirupati.
The Director, Telugu Akademi, Tirupati.
The Commissioner of Collegiate Educator, Vijayawada.
The Commissioner of Intermediate Education,Vijayawada.
The Secretary, Board of Intermediate, Vijayawada.
The Chairman, APSCHE, Mangalagiri.

Copy to:

The P.S to Additional Chief Secretary to C.M,
The OSD to M [Education].
The PS to Spl.Chief Secretary to Govt., Higher Education Department,
Finance Department.
Law Department,
The G.A (Cabinet) Department.
Sf/sc.

//FORWARDED:: BY ORDER//

SECTION OFFICER

Annexure-I, to G.O Ms.No.21, Higher Education(U.E) Dept, Dated:16-06-2020.

TELUGU AKADEMI.

(Establishment, under the Andhra Pradesh Societies Registrations Act, 2001)
(Act No.35 of 2001)

In the matter of the Andhra Pradesh Societies Registrations Act, 2001 (Act No.35 of 2001) being an Act for Registration of Literary Societies and for determining the legal status of Society established for the diffusion of knowledge and arts or for the fulfillment of public or religious purposes; and

In the matter of "Andhra Pradesh Telugu Akademi, at Tirupati.

Memorandum of Association:

1.The name of the Society is "Andhra Pradesh Telugu Akademi, State Institute of Telugu Language development" (Hereinafter referred to as the Akademi).

2. The registered office of the Akademi shall be situated in Tirupati.

3. The objects for which the Akademi is established are :

(i) to promote the spread of the Telugu language and to develop it and secure its enrichment and modernization.

(ii) to co-ordinate with the Government in the easy to switch-over to Telugu as the official language for purposes of efficient and effective discharge of administration.

(iii) to develop, print and supply of textbooks for students of Intermediate and Higher Education.

(iv) to promote standardization of scientific, technical and administrative terminology in Telugu and to prepare and publish glossaries and dictionaries, keeping in view the All India terminology of administrative, legal, scientific and technical terms, evolved from time to time, by the official language (Legislative) Commission of India, Ministry of Law, the Commission for Scientific and Technical Terminology, Ministry of Education(Human Resource Development), the Directorate of Hindi and any other body or organization that may be constituted by the Government of India or by the Government of Andhra Pradesh for the purpose of evolving common technical terminology for the Indian Languages specified in the English Schedule to the Constitution of India.

(v) to work for the promotion, development, dissemination and advancement of the Telugu language and literature in India and foreign countries and to undertake the printing and publication of such literature.

(vi) to work for the promotion, development, reform and advancement of the Telugu script and to undertake the printing and publication of the literature of other Indian languages in the Telugu Script.

(vii) to evolve methodology and aids for the study and teaching of Telugu language as (a) mother tongue, and (b) second language at different levels.

(viii) to compile list of vocabulary for various standards and to prepare descriptive grammar for the Telugu Language.

(ix) to promote and to undertake research in linguistics for practical application to the objects of the Akademi.

(x) to organize training classes and examinations for the non-Telugu employees of the Government and others and to award certificates of proficiency to those who come out successful.

(xi) to conduct classes for training of teachers and lecturers in up-to-date methods of teaching the Telugu language and all other subjects through the medium of Telugu Language.

(xii) to undertake, organize and facilitate study courses, conferences, lecturers, seminars etc.,

(xiii) to undertake and provide for the publication books i.e Intermediate, Degree, D.Ed, B.Ed., etc., periodicals, journals and research papers in furtherance of the objects of the Akademi.

(xiv) to advise the Government on adult literacy campaigns and carry out research in that field.

(xv) to promote and to encourage by awarding prizes and by other incentives, the production of originals books in the Telugu Language on various subjects for use in schools and college including universities, specially in science and technology.

(xvi) to encourage and provide for the translation of standard works on scientific and technical subjects form other languages into Telugu language.

(xvii) to advise the Universities and the Government on all matters referred to by them to the Akademi.

(xviii) to undertake to prepare and publish text-books in Telugu & English and other literature for Intermediate, Degree, Dl.Ed, Bl.Ed and other colleges including Universities.

(xix) to undertake to prepare and publishing the text-books for schools, under the scheme of nationalization of text-books

(xx) to institute and award fellowships scholarships, stipends and prizes from time to time.

(xxi) to constitute such committee or committees or such study group or study groups or such working group or working groups as the Akademi may consider necessary for the performance of its functions.

(xxii) to subscribe to or to co-operate with other institutions having objects similar, wholly or partly to those of the Akademi in such manner as may be conducive to their common objects and to depute its member(s) to serve on the committees of those institutions as its representative (s).

(xxiii) to receive gifts, grants, donations or benefactions from the Government and to receive bequests, donations or transfers or movable or immovable properties from testators, donors of transferors, as the case may be;

provided that the prior approval of the Government is obtained in the case of acquisition of immovable property, provided also that no bequest, donation or transfer shall be accepted by the Akademi which in its opinion, involves conditions of obligations inconsistent with the functions and objects of the Akademi.

(xxiv) to build, construct, maintain, prepare, adopt, alter, improve, develop or furnish any building or work necessary or convenient for the purposes of the Akademi.

(xxv) to fix and demand such fees and other charges as may be laid down by the rules and bye-laws.

(xxvi) to maintain a fund to which shall be credited.

a. all funds provided by the Central and the State Governments.
b. all fees and other charges received by the Akademi
c. All funds received by the Akademi by way of grants, gifts, donations, benefactions, bequests or transfers, and.
d. All funds received by the Akademi in any other manner or from any other source,

(xxvii) to deposit all money receipts credited to the Fund in such scheduled bank or to invest them in such manner as the Akademi with prior approval of Govt decided.

(xxviii) to establish a provident fund for the benefit of the employees of the Akademi.

(xxix) to draw, make, accept, endorse, discount, execute, sign, issue and otherwise deal with cheques, hundies, drafts, certificates, receipts, Government securities, promissory notes, bills of exchange or other instruments and securities whether negotiable or not.

(xxx) to meet the expenses of the Akademi including expenses incurred in the exercise of its powers and discharge of its functions out of the Fund.

(xxxi) to deal with any property belonging to or vested in the Akademi in such manner as the Akademi may, with the previous approval of the Government, deem fit for advancing the objects of the Akademi.

(xxxii) to make rules and Byelaws for the conduct of the affairs of the Akademi, to add and to amend, vary or annul them from time to time with the prior approval of the Government ; and

(xxxiii) to perform such other functions as may be deemed necessary by the Akademi for advancing the cause of the Telugu language and literature or as may be necessary, incidental or conducive to the provisions of all or any of the above objects.

(xxxiv) the Telugu Akademi society will also look after the development of Sanskrit language along with Telugu.

The names, addresses and occupations of the Chairperson (in the absence of Chairperson appointed by Government, the Minister for Higher Education shall be the Chairperson), the Vice-Chairman and members of the Board of Governors of the Akademi (referred to in the Rules and Bye-laws as the Board of Governors) to whom by the Rules and bye-laws of the Akademi, the management of its affairs is entrusted are as follows;

1	An Eminent Educationist Appointed by Government.	Chairperson.
2	Spl.C.S/Prl. Secy/Secretary to the Govt., Higher Education Department,	Vice-Chairperson. ex-officio
3	Spl.C.S/Prl. Secy/Secretary to the Govt or his nominee, Finance Department.	ex-officio Member
4	Vice-chancellors of Sri Venkateswara, Nagarjuna, Andhra, Sri Krishnadevaraya, Sri Padmavati Mahila Viswavidyalayam, Dravidian, Telugu Universities of Andhra Pradesh,	ex-officio Member
5	Secretary Board of Intermediate,	ex-officio Member
6	Commissioner / Spl. Commissioner of Intermediate Education	ex-officio Member
7	Commissioner/Spl. Commissioner of Collegiate Education ,	ex-officio Member
8	Nominee of the Ministry Education and Youth Services, Government of India,	ex-officio Member
9	Commission for Scientific and Technical Terminology or his nominee	ex-officio Member
10	Nominee of the University Grants Commission,	ex-officio Member

11	Chairman, Andhra Pradesh State Council for Higher Education (APSCHE)	ex-officio Member
11	Chairman, Official Language commission	ex-officio Member
12	Four (4) persons nominated by the Government of Andhra Pradesh from among the persons having special knowledge in Telugu Language, General Science, Social Science and Professional Subjects (Engineering and Medicine)	ex-officio Member
13	Director of the Akademi, ex-officio	Member - Secretary

A copy of the rules of the Akademi, certified to be a correct copy by six members of the Board of Governors is filed with the Inspector General of Registration and Stamps, Govt of A.P along with its memorandum of Associations and with following undertakings

We respectively hold ourselves responsible to run the affairs of the Society according to the rules and bylaws annexed herewith.

We, the several persons, whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves in an Akademi under the Andhra Pradesh (Andhra Area) Public Societies Registration Act, 2001(Act No.35 of 2001), ---- day of 2020 at place: . Table for signs and address

Sl. No.	Name	Address	Occupation of the Member of the Society	Signature

SATISH CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

Annexure-ii to G.O Ms.No.21, Higher Education (U.E) Dept, Dated:16 .6.2020.

TELUGU AKADEMI RULES

Short Title.

1. These rules shall be called the Telugu Akademi Rules, 2020.

Definitions.

2. In these rules, unless the context otherwise requires,

(i) "Board of Governors" means the Board of Governors of the Akademi

(ii) 'Bye-laws" means the Bye-laws made by the Government.

(iii) "Chairperson means the Chairperson of the Board of Governors and "Vice-Chairperson" means the Vice- Chairperson of the Board of Governors:

(iv) "Government" means the State Government ;

(v) "member" means the ex-officio member of the Board of Governors;

(vi) "nominated member' means a member of Board of Governors nominated by the Government; and

(vii) "Akademi" means the Telugu Akademi, which is registered under Andhra Pradesh Societies Registrations Act, 2001 (Act No. 35 of 2001)

Constitution of the Board of Governors

3. (1) The first Board of Governors shall be as specified in the Memorandum of Association. The Vice-Chairperson, members and nominated members of the Akademi shall hold office until the Board of Governors is reconstituted.

(2) at the expiry of three (3) years from the date of Registration of the Akademi and thereafter at the expiry of every three years, the board of Governors shall be reconstituted.

Director of the Akademi

4.(1) Government shall appoint Director. The recruitment, conditions of service, powers and functions of the Director shall be as may be provided by the Bye-laws (or) Recruitment Rules.

(2) The Director of the Akademi shall be the Member- Secretary of the Board of Governors.

Casual Vacancies

5. Any casual vacancy amongst the members and nominated members arising from death, resignation or otherwise may be filled by appointment or nomination, as the case may be, of another person and the person so appointed or nominated shall hold office for the unexpired portion of the term of office of the member or the nominated member causing the vacancy.

Quorum for meetings of the Board of Governors.

6. The quorum for a meeting of the Board of Governors shall be five (5) members.

Board of Governors function not with-standing any vacancy and notwithstanding any defect in its constitution.

7. The Board of Governors shall function notwithstanding any vacancy therein and notwithstanding any defect in its constitution and no act or proceeding of the Board of Governors shall be invalid by reason only of the existence of any vacancy amongst its members, or any defect in its constitution.

Powers and functions of the Board of Governors

8. (1) Subject to the general control and directions of the Government, the Board of Governors shall be responsible for the management and administrative affairs of the Akademi in accordance with these rules and the bye-laws made there under for the furtherance of its objects and shall have all powers which may be necessary or expedient for carrying out the purposes of the Akademi.

(2) Without prejudice to the generality of the powers conferred by the foregoing sub-rule, the Board of Governors shall have the power, —

(i) to prepare and execute detailed plans and programmes for the furtherance of the objects of the Akademi;

(ii) to receive and to have custody of the moneys and to expend the fund of the Akademi and to manage the properties of the Akademi;

(iii) to appoint and control such officers and staff as may be required for the efficient management of the affairs of the Akademi and to regulate their recruitment and conditions of service;

(iv) to lay down the terms and conditions on which the candidates selected for training organized by the Akademi shall be admitted;

(v) to enter into agreements for and on behalf of the Akademi;

(vi) to appoint Committees, study groups or working groups for disposal of any business of the Akademi or for advice in any matter pertaining to the Akademi;

(vii) to make bye-laws for the regulation and conduct of business and management of the affairs of the Akademi and for the furtherance of its objects and to annul, amend, alter, vary or modify, from time to time the bye-laws so made:

provided that the bye-laws so made, annulled, amended, altered, varied or modifies shall have the prior approval of the Government;

(viii) to affiliate with the Akademi other bodies or institutions having similar objects as those of the Akademi and to

recognize them;

(ix) to perform such other functions as the Akademi may consider necessary.

(x) tenure of the nominated members of the Board of Governors is three (3) years.

Fund of Akademi

9. (1) The Akademi shall maintain a Fund to which shall be credited,

(a) all fees and other charges received by the Akademi; and

(b) money received by the Akademi by way of grants, gifts, donations benefactions, bequests or otherwise

(2) The Fund shall be applied towards meeting the expenses of the Akademi in the performance of its functions under these rules or bye-laws, including allowances, if any, payable to the members of the Board of Governors, or of any Committee, group or individual and the salaries and allowances of the employees of the Akademi.

Accounts and Audit.

10. (1) The Akademi shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be provided by the bye-laws.

(2) The accounts of the Akademi shall, at least once in every year, be audited by a Chartered Accountant in practice within the meaning of the Chartered Accountants Act, 1949, to be appointed annually by the Akademi.

Central Act 38 of 1949

Provided that no member of the Akademi who is chartered Accountant or a person who is in partnership with such member shall be eligible for appointment as an Auditor.

(3) Every auditor shall, in the performance of his duties, have at all reasonable times, access to the books, Accounts and other documents of the Akademi.

(4) As soon as may be practicable at the end of each year, the audited accounts of the Akademi together with the audit report shall be forwarded to the Governments.

MISCELLANEOUS : 11. (1) Any changes or amendments are to be made to the rules at any time, the same amendments shall be made by the Government only.

(2)In case of any doubt or ambiguity is raised on the interpretation of these rules, the decision of the Government shall be final.

(3)Notwithstanding contained in this rules, subject to condition prior permission of Government especially financial matter.

(4) Andhra Pradesh Civil Services (Conduct) Rules, 1964 and Andhra Pradesh Civil Services (CC&A) Rules, 1991 of State Government shall be applicable to the staff of Akademi.

SATISH CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

Annexure-III to G.O Ms.No.21, Higher Education (U.E) Dept, Dated: 16-6-2020.

TELUGU AKADEMI BYE - LAWS

The following are the Bye-laws framed under Rule 2 of (ii) of the "Rules of the Telugu Akademi" at Tirupati.

SHORT TITLE and COMMENCEMENT

1. (1) These Bye-laws may be called the A.P. Telugu and Akademi Society under A.P Higher Education Department and bye-laws, 2020.

(2) They shall come into force on 16-6-2020.

DEFINITIONS

2. In these Bye-laws, unless the context otherwise requires

(a) "Akademi" means the Telugu Akademi which is registered under Andhra Pradesh Societies Registrations Act, 2001 (Act No. 35 of 2001);

(b) "Board" means the Board of Governors constituted under sub rule (1) of rule 3 of A.P. Telugu Akademi Society under A.P Higher Education Department;

(c) "Bye-laws" means Bye-laws made by the Board of Governors under clause (vi) of rule II of (ii) of the Telugu Akademi Rules, 2020;

(d) "Chairperson" means, the Chairperson of the Board of Governors and appointed by the Government

(e) "Director" means the Director of the Telugu Akademi appointed by the Government.

(f) "Rules" means the. A.P. Telugu Akademi Rules

(g) "Secretary" means the Director of the Akademy, Ex -officio member Secretary to the Board of Governors, and

(h) "Year" or "Financial Year" means the period of Twelve months beginning with the first day of April and ending with the 31st day of March of the following year.

MEETINGS of THE AKADEMI

3. (a) Notice of the meetings of the Akademi shall be issued by of the Secretary on behalf of the Chairperson and with his /her approval.

(b) Proceedings of the meetings of the Akademi shall be circulated by the Member Secretary to the members of Akademi within fifteen (15) days after the meeting.

MEETINGS OF THE BOARD

4 (a) The Board shall meet not less than twice (2) a year on such dates and at such places as may be decided by the Chairperson.

(b) A notice of each meeting of the Board shall ordinarily be issued by the Secretary at least fifteen (15) days before the date of the meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the Chairperson

(c) The proceedings of each meeting shall be prepared by the Secretary and submitted to the Chairperson of the meeting for his/her approval. Copies of the approved minutes shall be delivered or posted to every member not later than 15 (fifteen days) after the meeting

(d) If, in the opinion of the Chairperson, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he/she may authorize the Member Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

FUNCTIONAL BODIES

5. (a) There shall be two Councils to formulate the policies and advises on the implementation of the Programs of Administrative and Academic functions of the Akademi namely:-

i) Executive Council for Administrative Matters,

ii) Academic Council for Academic Matters.

Executive Council

(b) i) The Executive Council for Administrative matter shall consist of :

(1) The Vice Chairperson of Board - Chairman

(2) The Spl.C.S/Prl.Secy/ Secretary to Govt., Finance Dept or his nominee - Member

(3) The Commissioner of Collegiate Education on -

Member

(4) Secretary, Board of Intermediate- - Member

(5) Secretary, Intermediate Education –-Member

(6) The Chairman of the Academic Council -Member

(7) Director, Telugu Akademi- Member -Secretary.

Functions

ii) The Executive Council for Administrative Matters shall,-

1. determine the qualifications for candidates to be recruited to the staff of the Akadcmi other than the academic staff.

2. regulate the conditions of service of the staff of the Akademi including in particular those pertaining to scales of pay, leave, allowances, sanction of advances, provident fund, payment of travelling and daily allowances admissible to members of the Board of Governors and others associated with any committee constituted by or under these Bye-laws.

3. determine the remuneration payable to authors editors, scrutinizers, experts, translators, publishers and others connected with any project undertaken by the Akademi.

4. regulate all matters connected with the printers and distribution of the publications of the Akademi including in particular the employment of additional staff for seasonal work, and

5. discharge such other functions as may. from time to time, be assigned to it by the Board.

Academic Council

(c) The Academic Council for Academic matter shall consist of the following Members:

Ex-Officio Members :

(i) The Spl.C.S/Prl.Secy/Secretary to Govt., Higher Education Department, A.P., shall be the Chairperson of the Committee;

Other Members :

(ii) Four(4) Members appointed by the Govt., in Higher Education Dept,

(iii) Director, Telugu Akademi - Convener.

Functions: (iv) The Academic Council for Academic Matters shall ,-

1. determine the qualifications of the candidates to be recruited to the academic staff of the Akademi;
2. recommend to the Board, the award of suitable stipends to candidates admitted to any course of training conducted by the Akademi and conditions for the grant thereof.
3. recommend to the Board the prizes which may be awarded under any scheme of selection of manuscripts on a competitive basis;
4. formulate or settle the projects to be undertaken by the Akademi, lay down the manner of execution of such projects and review the progress thereof from time to time; and
5. discharge such other functions as may from time to time be assigned to it by the Board.

(d) The Director shall be the Member - Secretary to the above two councils.

(e) The decisions taken by the two Councils shall, except where they are contrary to any general directions given by the Board, be implemented by the Director after obtaining the prior approval of the Chairperson of the Board and a report thereon shall be submitted to the Board at its next meeting.

(f) The Councils shall be convened by the Director as often as may be necessary and their meetings shall be held at the office of the Akademi or at such other place as may be decided by the Chairperson thereof.

(g) 50% of members of the Councils shall be quorum for a meeting of the Councils.

CONTRACTS and SUITS 6. (a) (i) All written contracts and other instruments other than printing contracts, instruments presented by the staff of the Akademi,. Contracts and agreements for the supply of Stores/ rendering services and execution of the work for the Akademi on behalf of the Akademi shall be executed by the Director, provided that no contract, the subject matter or

value of which exceeds Rs.1,00,000/- (Rupees One Lakh only) shall be executed by the Director without obtaining the Prior approval 'of the Executive Council for Administrative Matters and, all written contracts involving a financial consideration not exceeding of Rs.1,00,000/- (Rupees One Lakh only) may be executed by the Director after obtaining the previous approval of the Chairman of Executive Council for Administrative Matters. All instruments presented by the employees of the Akademi and all contracts/ agreements for the supply of stores/rendering services and execution of works for the Akademi may be executed bv the Director.

(ii) All written contracts and other related instruments pertaining to printing work on behalf of the Akademi shall be executed by the Director and the same will be placed before the Executive Council for Administrative Matters for information.

(b) 1. The Director shall have the power to defend the suits or other legal proceedings on behalf of the Akademi and a report thereon shall be submitted to the Executive Council for Administrative Matters at its next meeting for information.

2. The Director, shall, with the previous approval of Executive Council for Administrative Matters have the power to compromise, settle or refer to arbitration any dispute to which the Akademi is a party.

INVESTMENTS 7. (a) Subject to such general or special directions as may be issued by the Government from time to time, the funds of the Akademi shall be invested in such manner as may be decided by the Board of Governors of the Akademi.

(b) Subject to clause (a) above, all purchases and sales of securities or alterations in investments shall be effected on the authority of the Board of Governors and all contracts, transfer deeds and other documents necessary for purchasing or selling the securities or altering the investment of the Akademi's fund shall be executed by the Director.

STAFF AND APPOINTMENTS

8. (a) All posts in the Akademi shall be classified into the classes and categories specified in column (1) and (2) of the table below and the appointing authority in respect of each class or category of posts shall be the authority specified in the corresponding entry in column (4) thereof.

Class	Category	Post	Appointing Authority
1	2	3	4
1	1	Director	Government
II	1	Deputy Director	Chairperson
	2	Research Officer	Chairperson
		Administrative Officer	Chairperson
		Production Officer	Chairperson
		Accounts Officer	Chairperson
		Sales Officer	Chairperson
		Stores Officer	Chairperson
	3	Research Assistant	Director
		Superintendent of Printing	Director
		Manager	Director
	4	Survey Assistant	Director
		Publication Assistant	Director
III	1	Assistant Manager	Director
		P.A. to Director	Director
		Librarian	Director
	2	Project Assistant	Director
	3	Senior Assistant	Director
		Stenographer	Director
		Assistant Librarian	Director
		Senior Assistant (Computers)	
	4	Typist	Director
		Junior Assistant	Director
		Telephone Operator	Director
		Driver (HMV)	Director
		Photo Composing Operator	Director
		Printing Assistant	Director
	5	Driver (LMV)	Director
		Electrician cum Roneo Operator	Director
		Record Assistant	Director
IV		Watchman	Director
		Office Subordinate	Director
		Office Sub ordinate cum Driver	Director

(b) (i) Appointments to the posts in the Akademi shall be made;

1. by direct recruitment through the open advertisement; or
2. by promotion; or
3. by deputation from any department of the Government of A.P.. or from any other Institutions (Govt./semi Govt.)
4. Out sourcing with prior approval of the Government.

(ii) Appointment by direct recruitment through open advertisement shall be made only in respect of 50% of vacancies arising in the permanent posts, except in the categories of 1 and 2 of Class-11 i.e. Deputy Director and Research Officer."

(iii) Appointment by direct recruitment shall be made in the order of rotation/ reservations laid down orders issued by the Government of Andhra Pradesh from time to time.

(c) Subject to the provisions of clause (b), the Executive Council for Administrative Matters, or the Academic Council for Academic Matters as the case may be shall decide on each occasion when appointment is to be made, the method by which such appointment shall be made, or whether appointment to any temporary post shall be made on contract basis.

(d) (i) No appointments shall be made by direct recruitment or by deputation from any department of the Government of Andhra Pradesh or from any other institution to any post included in Class II unless the candidate is recommended by a Selection Committee specified in sub-clause (ii) or as the case may be, sub-clause (iii).

(ii) The Selection Committee for the posts included in Categories I and 2 of Class II shall consist of the Chairperson of the Board, who shall be the Chairman of the Committee, the Chairman of the Executive Council for Administrative and Academic Matters, the Spl. Commissioner /Commissioner Collegiate Education, an expert in the subject and the Director.

(iii) The Selection Committee for the posts included in Categories 3 and 4 of Class II shall consist of the Vice-Chairman of the Board who shall be the Chairman of the

Committee, the Chairman of the Councils for Administrative and Academic Matters, the Spl. Commissioner/Commissioner of Collegiate Education, an expert in the subject and the Director.

(iv) The Selection Committee for the posts included in Classes III and IV shall consist of the Director, Telugu Akademi who shall be the Chairman of the Committee, Joint director, O/o the Commissioner/ Spl. Commissioner Collegiate Education, (Nominated by the Commissioner/ Spl. Commissioner), Registrar, Telugu University in A.P and one of the senior-most Deputy Directors in Telugu Akademi as Members.

(v) Where direct recruitment to any of the posts included in Class II is made, the Director, shall, by advertisement in one or more daily news papers circulating in the State of A.P. and by affixture of a notice in a conspicuous place in the premises of the registered office of the Akademi, notify the minimum qualifications prescribed for the post, the scale of pay and conditions of service applicable to the holder thereof.

(vi) No proceedings of a Selection Committee shall be invalid on the only ground of absence of any of its members at any meeting of the Committee.

(vii) If the Chairman of the Selection Committee is not present, other members of the Selection Committee present may elect a Chairman from amongst themselves.

(viii) A Selection Committee shall meet at head office of Akademi, examine the credentials of all candidates possessing the requisite qualifications and may interview all or any of the candidates as it thinks fit.

(ix) Not withstanding anything in the foregoing clauses, a Selection Committee may, in such cases as it thinks fit, dispense with the procedure laid down in sub-clauses (v) and (viii) and recommend the names of suitable candidates for appointment to any post.

(x) 1. Appointment to fill vacancies arising in temporary posts shall ordinarily be made by promotion or by deputation from any department of Government of Andhra Pradesh or from any other institution and where it is not possible to make any appointment by either of these methods, the vacancies shall be filled by appointing on contract / out sourcing

basis persons who are not employed under the Government or any other institution.

2. No candidate shall be appointed to fill a vacancy arising in a temporary post included in Class II unless he/she is recommended by the Executive Council for Administrative Matters or Academic Council for Academic Matters as the case may be.

3. Any appointment to fill a vacancy arising in a temporary post included in Class 11 either by promotion or deputation or on out sourcing basis shall be made for an initial period not exceeding two years which may be extended for a period not exceeding one (1) year with the prior approval of the Board.

(xi) Where appointment by direct recruitment to any post included in Class II is to be made employee of the Akademi possessing the prescribed qualifications may also apply and the Selection Committee specified in sub-clause (ii). (iii) and (iv) shall consider their applications on merit.

(xii) Where appointment by direct recruitment to fill a vacancy in a permanent post included in Class II in accordance with the procedure prescribed in the foregoing sub- clauses is likely to entail a lot of time and where it is considered by the Executive Council for Administrative Matters or Academic Council for Academic Matters as the case may be expedient to fill the vacancy immediately, it may direct that the appointment shall be made on an emergency basis, where any such direction is given by the Executive Council for Administrative Matters, appointment to fill the vacancy in the permanent post shall be made as if the vacancy were a vacancy in a temporary post.

(xiii) Notwithstanding anything contained in the foregoing clauses, the Chairperson is empowered as a temporary measure in the exigencies of work to fill up the Posts by Deputation from Government/any other Institution or out-sourcing basis without the Selection Committee for one (1) year in the First instance.

(e) Notwithstanding anything contained in these Bye-laws all first appointments to various posts in the Akademi shall be made by the Board in such manner as it deems fit and all appointments made prior to the coming into force of these Bye-laws shall be deemed to have been as validity made as if these Bye-laws were in force**.**

DEPARTMENTAL PROMOTON COMMITTEES

(f) (i) The Departmental Promotion Committee for the posts included in categories 1 and 2 of Class II shall consist of the Chairperson, the Chairman of Councils for Administrative and Academic Matters, the Spl. Commissioner /Commissioner, Collegiate Education, an expert in the subject and the Director

(ii) The Departmental Promotion Committee for the posts included in Categories 3 and 4 of Class-II shall consist of the Vice-Chairman of the Board who shall be the Chairman of the Committee., the Spl.Commissioner /Commissioner of Collegiate Education, an expert in the subject and the Director.

BUDGET ESTIMATES

9. (a) The Budget estimates of each year shall be approved by the Board not later than the 31st March of the preceding year.

(b) The estimates shall include

(i) The actual expenditure of the preceding year.

(ii) The original budget estimates for the current year.

(iii) The revised budget estimates for the current year.

(iv) The proposed budget estimates for the succeeding year.

(c) If, after approval by the Board of the expenditure for any year and before the commencement of that year, on account of reduction by the Government of the allotment of funds to the Akademi or otherwise, it becomes necessary to revise the budget estimates, such revision shall be made by the Director with the previous approval of the Chairperson.

(d) The sanctioned estimates shall be divided into the following units of appropriation and such other additional units as may be approved by the Chairperson.

1. Pay and Allowances of staff.
2. T.A. to members of the Board of Governors, staff, Members of Council participants etc.
3. Remuneration, prizes etc.
4. Electricity, Water charges, rents, rates and taxes etc.
5. Stationery and furniture.
6. Postage etc.
7. Library and laboratory,
8. Printing and Publications,
9. Seminars and workshops.
10. Contingencies.

(e) The funds provided in the sanctioned estimates shall be at the disposal of the Director, who shall have power to appropriate sums there from to meet the expenditure approved by the Board.

POWERS AND DUTIES OF THE CHAIRPERSON

10. (a) The Chairperson, Telugu Akademi shall have power to re- appropriate funds, from one unit of appropriation to another other than "salaries" within the same functional major head, up to a limit of Rs.2,00,000/-(Rupees Two lakhs only) at a time and a total amount of Rs.10,00,000/-(Rupees Ten lakhs only) in a year and the Chairperson shall have power to re-appropriate funds, from any unit of appropriation to another, either within the same or different functional Major Heads subject to the following restrictions namely:—

(i) That the total sanctioned expenditure is not thereby exceeded;

(ii) That such re-appropriation shall not have the effect of involving the Akademi in further outlay, in the succeeding year on any scheme.

(b) The Chairperson shall have the power to write-off irrecoverable value of stores, books etc., up-to Rs.50,000/- (Rupees Fifty thousand only) provided that the loss is not on account of serious negligence on the part of any employee of the Akademi, theft or any defect of system.

(c) The Chairperson shall be the authority to which an appeal against an order imposing a penalty upon a person holding a post in Class III and Class IV may be preferred.

(d) The Chairperson shall have power to appoint as many committees of experts. book preparation committees, book selection committees or such other committees as may be required.

(e) The Chairperson may, for the convenient transaction of business of the Akademi, delegate all or any of his power and duties to the Vice-Chairman by a standing order.

POWERS AND DUTIES OF THE VICE-CHAIRPESON

11.(a) The Vice Chairperson shall carry out the functions as are specifically assigned to him by the Board or the Chairperson.

(b) In particular, the duties and powers of the Vice – Chairperson shall include the following namely,

i) To convene the meetings of the Akademi of the Board and of any committee which the Board may appoint with the approval of the Chairperson of the Board or as the case may be, of the Board of as the case may be, of the committee concerned.

ii) to issue notices of meetings of the Akademi of the Board and any other committees appointed by the Board;

iii) to prepare the agenda for the meetings of the Akademi of the Board and of any committee appointed by the Board and obtain the approval therefore from the Chairman of the Board or as the case may be from Chairman of the committee concerned;

POWER AND DUTIES OF THE DIRECTOR

12. (a) The Director shall be the administrative and academic head of the Akademi and shall be responsible for its proper functioning and for the strict observance and implementation of the Bye-laws of Telugu Akademi.

(b) In particular and without prejudice to the generality of the foregoing provisions, the duties and powers of the Director shall include the following, namely;

(i) to convene meetings of the Councils, Selection Committees, Expert Committees as and when so directed by the Chairperson thereof any other committee.

(ii) to organize the courses of studies and research projects within the frame work of the aims and objectives the Akademi and to select the participants in each session and to make all necessary arrangements for their boarding lodging and discipline;

(iii) to supervise the conduct and work of the staff and for that purpose to exercise such disciplinary control as may be necessary;

(iv) to disburse the salaries, allowances and stipends to employees of the Akademi, including research fellows, trainees and other persons engaged in the programme of the Akademi.

(v) to disburse the travelling and daily allowances to non- official members of the Board, members of various committees, and participants of study groups, workshops etc.;

(vi) to disburse prizes, remuneration etc, to authors, editors, experts, scrutinizers, translators, publishers and others;

(vii) the delegation of financial powers to various authorities of the Telugu Akademi will be as provided for in Appendix-III.

(viii) to open Bank accounts in the name of the Akademi in any of the Public Sector Banks. However for fixed deposits, more than one year to be made in the Banks, prior approval of the Chairman, Executive council for Administrative Matters shall be obtained.

(ix) to arrange at his discretion and for the furtherance of the course of studies, within the sanctioned budget such visits for the session members to the educational centers in India;

(x) to visit any part of India or to depute any officer or member of the staff to do so in connection with the affairs of the Akademi.

(xi) to sanction leave, allowances including dearness, house rent, compensatory, benefits and loans and advances for employees of the Akademi as provided for in the service regulations.

(xii) to permit at his discretion, in special cases and for reasons to be recorded in writing any member of the staff to draw actual expenses incurred by him while on tour.

(xiii) to allow the Auditor appointed by the Akademi to have access to the books, accounts and other documents of the Akademi.

(xiv) to correspond with the Telangana Government for procurement of funds, staff inclusive of copy right as stipulated in the A.P. State Re-organisation Act, 2014, with the approval of Chairperson.

(xv) to prepare and maintain minutes of the meetings of Akademi, of the Board, and of any committee appointed by the Board; and

(xvi) to prepare budget estimates and place them before the board for approval.

xvii) Scrutiny and sanction T.A & D.A etc., to the Chairperson as per the Govt orders from time to time.

POWERS AND DUTIES OF THE ADMINISTRATIVE OFFICER

13. (a) Subject to general control and superintendence of the Director, the Administrative Officer shall be in charge of the service matters of the personnel in the Akademi and office Administration and shall carry out such other duties as may be assigned to him/her by the Director from time to time;

(b) In particular, the Administrative Officer shall,-

(i) keep in safe custody all documents pertained to the work assigned to him.

(ii) ensure maintenance of the Akademi Library;

(iii) safeguard and maintain the buildings, gardens, office vehicles and other properties of the Akademi.

POWERS AND DUTIES OF THE ACCOUTS OFFICER

14. (a) subject to the general control of the Director, the Accounts Officer shall be in charge of all Registers. Records etc., of the Accounts Branch of the Akademi and shall carry out such other duties as may be assigned to him by the Director from time to time.

(b) In particular, the Accounts Officer shall :

(i) keep in safe custody the cash balances and other important documents of Accounts branch.

(ii) Maintain cheque books, cash books, ledgers, vouchers. acquaintance registers etc, with the assistance of the staff assigned to him;

(iii) to claim and pass the monthly salary bills of the Akademi employees including officers as per the rates admissible draw from Bank by cheque and disburse to the employees/ officers and render the accounts**.**

(iv) claim and pass bills on various transactions based on the sanctions issued by the various competent authorities of the Akademi keeping in view the Rules of the Akademi and draw them by cheque and disburse the money to the Akademi employees/individuals / firms etc, as the case may be, and render accounts for the money drawn from the funds of the Akademi provided that where payments to firms in individual cases exceed Rs.10,000/- (Rupees Ten thousand only) the Director, of the Akademi and the Accounts Officer shall jointly sign the cheque.

(v) Prepare annual Budget estimates and Revised Budget estimates and attend to reconciliation of expenditure with that of Accounts Registers and Bank records etc.,

(vi) all matters pertaining to the Audit of the Akademi including Accountant General Audit, Chartered Accountant's Audit etc.

15. The powers of the Chairperson, the Director and the Board in respect of conditions of service of staff of the Akademi shall be as shown in **Appendix I and II**.

APPENDIX-I

(See Bye-law-15)

S.No	Nature of Power	Director	Chairperson
1	Appointment to post	Class-II category 3 & 4	Classes 1 and 2 of Category 1 & 2
2	Leave	Full powers in respect of those who are members of the Akademi Staff.	Full powers in respect of Director
3	Passing and counter signing of the T.A. Bills of the employees of the Akademi	Do	Director
4	Sanction of increments, T.A. advance, advance for purchase of conveyances, festival advances, etc to the employees of the Akademi according to rules.	Do	Director

APPENDIX-II

(See Bye-law-15)

Sl.No	Inscription of the post	Appointing authority	Authority competent to Impose penalty	Penalty	Appellate Authority
1	Class-I	Chairperson	Chairperson	All	Board of Governors
2	Class-II	Chairperson	Chairperson	All	Board of Governors
3	Class-II (Category 3&4)	Director	Director	All	Chairperson
4	Class-III & IV	Director	Director	All	Chairperson

APPENDIX-III

(See Bye-law-12 (b) (vii)

S.No	Item of Expenditure	Authority	Extent of delegation
1	Purchase of bicycles initial and additions and repairs	Director	Full Powers
2	Electricity and Water charges	-do-	-do
3	Maintenance and up keep of vehicles	-do-	-do-
4	Rates and Taxes	-do-	-do-
5	Postage etc	-do-	-do-
6	Telephone/ Mobile Charges a) Recurring charges & Rent b) Shifting of Telephones c) Installation of new phones	-do-	-do-
7	Staff paid from contingencies	-do-	-do-
8	Livery to peons and Drivers and payment of stitching & washing	-do-	-do-

	charges		
9	Purchases and repairs to machines maintained	-do-	-do-
10	Books, Maps and periodicals	-do-	-do-
11	Repairs, erection and removal of machinery (where expenditure is not of a capital nature) which are not covered in item No. 9 above	-do-	-do-
(12	a) Purchase of steel & wooden furniture	-do-	Not exceeding Rs.2,00,000/- p.a (Rupees Two lakhs only)
		Chairman, E.C for Admn, Matters	Above Rs.2,00,000/- p.a(Rupees Two lakhs only)
	b) Repairs to furniture	Director	Rs.50,000/- pa (Rupees Fifty thousand only)
		Chairman, E.C for Admn, Matters	Above Rs.50,000/- p.a (Rupees Fifty thousand only)
	c) Fixture-purchase and Repairs and additions	Director	Upto Rs.50,000/- p.a (Rupees Fifty thousand only)
13	Freight and demurrage and wharfage charges	Director	Full powers
14	Hire of furniture etc	Director	Not exceeding Rs.10,000/- in each occasion (Rupees Ten thousand only)
		Chairman, E.C for Admn, Matters	Above Rs.10,000/- (Rupees Ten thousand only)
15	Legal costs	Director	Full powers
16	Write-off of various kinds	Director	Full powers
	Note :The above limits are to be exercised subject to the condition that the loss in not occurred on account of serious negligence on the part of any employee of the Akademi, theft, fraud or any defective system.		
17	Purchase of stationary	Director	Full powers subject to the

			budgetary limits
18	Purchase of bulbs and lamps	Director	Up to Rs.15,000/- p.a(Rupees Fifteen thousand only)
19	Purchase of fans (table and ceiling)	Director	Full powers
20	Crockery, Cuttlery and utensils	Director	Upto Rs.5000/- at a time (Rupees five thousand only)
21	Printing and Binding	Director	Full powers subject to the rates payable as approved the by E.C for Admn. matters form time to time
22	Light refreshments to members of all committees	Director	Not exceeding Rs.5000/- of all committees for each meeting (Rupees Five thousand only)
23	Light refreshments to VIPs and high officials etc	Director	Rs.10,000/- p.a (Rupees ten thousand only)
24	Expenditure in connection with meetings, seminars and workshops etc.	Director	Full powers
25	Acceptance & refund of deposits	Director	Full powers
26	Purchase of Stores	Director	Uptp Rs. 1,00,000/- at a time (Rupees One lakh)
		Chairman, E.C for Admn, Matters	Above Rs.1,00,000/- (Rupees One lakh)
27	Photographic charges	Director	Rs.5000/- (Rupees five thousand only)
28	Conveyance charges	Director	Full powers
		A.O.	Upto Rs.200/- to and fro

			journey (Rupees Two hundred only)
29	Expenditure on Exhibition	Director	Upto Rs.10,000 each exhibition (Rupees Ten thousand only
30	Rating of private lands, buildings, god owns for office accommodation and storage material	Director	On a rent not exceeding Rs.1,00,000/- p.a (Rupees one lakh only)
		Chairman, E.C for Admn, Matters	Full powers
31	Expenditure on repairs on Akademi Buildings	Director	Rs.1,00,000/- p.a (Rupees one lakh only)
32	Expenditure on Annual maintenance of Akademi Buildings	Director	Rs.35,000/- p.a (Rupees thirty five thousand only)
		Chairman, E.C for Admn, Matters	Full power
33	Expenditure on minor works	Director	Rs.50,000/- p.a (Rupees fifty thousand only)
34	Sale of waste paper, manuscripts, damaged, defective books, un-used blocks, condemned machinery, vehicles and articles etc.,	Director	Full powers subject to the condition that usual procedure of calling tenders is observed before the scale effected
35	Fixing of rates of royalties on printing and scale of books	Director	Full powers subject to the rates and procedure laid down by the E.C for Admn. Matters , the royalties so fixed shall be placed before

			the E.C for A.m for ratification
36	Payment of leave salary and pension contribution in respect of Government servants on deputation to the Akademi	Director	Full powers, subject to the rates fixed by the Govt. form time to time
37	Sanction of festival advanced	Admn. Officer	Full powers, subject to the orders issued by the State Govt. from time to time
38	Payment of audit fee	Director	Full powers subject to the appointment of Auditor being made by the E.C for A.M in indicating the rate of payment
39	Celebrations of National festival	Director	Full power subject to the rates (Independence Day, Republic Day etc. Fixed by the Government from time to time.

SATISH CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

Annexure-IV to G.O Ms.No.21, Higher Education (U.E) Dept, Dated:16-6-2020

RECRUITMENT RULES FOR TELUGU AKADEMI.

1 . For the post of Director ;

1.	Name of the post	:	Director.
2.	Constitution of the Post	:	Category I of Class I in Akademi Service
3.	Scale of Pay	:	State Govt. scales shall apply from time to time in the equalant cadres in the State Govt. If the Director is appointed on deputation basis his/her pay shall be protected either State or UGC Pay Scales.
4.	Method of Recruitment	:	i) By Promotion (or) ii) By Deputation
5.	Qualifications :		
a)	Recruitment by Promotion	:	i) Internal Candidate with Ph.D. degree should have put in a regular service not less than 3 years in Category I of Class II i.e. Deputy Director
b)	Recruitment by Deputation	:	i) Additional/ Joint Director Cadre from Higher Education Department (or) ii) Professor must have 10 years of Experience in any Recognized University and must should have administrative experience
6.	Appointing Authority	:	State Govt.

2. FOR THE POST OF DEPUTY DIRECTOR (RESEARCH & SURVEY);

1.	Name of the post	:	Deputy Director (Research & Survey)
2.	Constitution of the Post	:	Category I of Class II in Akademi Service
3.	Scale of Pay	:	State Govt scales shall apply from time to time in the equalant cadres.

4.	Method of Recruitment	:	i) By direct recruitment (or) ii) Recruitment by Promotion from among the Officers working in the category 2 of Class II in Akademi Service i.e., Research Officer.
5.	Qualifications :		
i)	Direct Recruitment	:	i) An eminent scholar with published work of high quality actively engaged in research with 10 year of experience in Post - Graduate teaching and /or research at the University/ National level Institution, research at doctoral level. ii) Candidate should have guided atleast on student for Ph.D and that the student should have actually obtained the Ph.D. before the prescribed date in the advertisement. AGE : As per State Govt. Rules from time to time.
ii)	Recruitment by Promotion	:	i) Internal candidate with Ph.D. Degree should have put in a regular service of not less than 5 years in category 2 of Class II, i.e. Research Officer. ii) Internal candidate with M.A., Degree should have put in a regular service of not less than 12 years in Category 2 of Class II, i.e., Research Officer.
6.	Appointing Authority	:	The Chairperson of the Akademi shall be the Appointing Authority.

(Note :- Direct Recruitment will have to be resorted only when there are no qualified candidates available in Telugu Akademi)

3. FOR THE POST OF DEPUTY DIRECTOR (TEACHING & TRAINING);

1.	Name of the post	:	Deputy Director (Teaching & Training)
2.	Constitution of the Post	:	Category I of Class II in Akademi Service
3.	Scale of Pay	:	State Govt scales shall apply from time to time in the equalant cadres

4. Method of Recruitment : i) By Direct Recruitment

(or)

ii) Recruitment by Promotion from among the Officers working in the category 2 of Class II in Akademi Service i.e., Research Officer.

5. Qualifications :

i) Direct Recruitment : i) An eminent scholar with published work of high quality actively engaged in research with 10 year of experience in Post - Graduate teaching and /or research at the University/ National level Institution, including experience or guiding research at doctoral level.

ii) Candidate should have guided atleast on student for Ph.D and that the student should have actually obtained the Ph.D. before the prescribed date in the advertisement.

AGE : As per the State Govt. Rules from time to time.

ii) Recruitment by Promotion : i) Internal candidate with Ph.D. Degree should have put in a regular service of not less than 5 years in category 2 of Class II, i.e. Research Officer.

ii) Internal candidate with M.A., Degree should have put in a regular service of not less than 12 years in Category 2 of Class II, i.e., Research Officer.

6. Appointing Authority : The Chairperson of the Akademi shall be the Appointing Authority.

(Note :- Direct Recruitment will have to be resorted only when there are no qualified candidates available in Telugu Akademi)

4. FOR THE POST OF DEPUTY DIRECTOR (PUBLICATIONS) (Humanities);

1. Name of the post : Deputy Director (Publication) (Humanities)
2. Constitution of the Post : Category I of Class II in Akademi Service
3. Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres

4. Method of Recruitment : i) By Direct recruitment
(or)
ii) Recruitment by Promotion from among the Officers working in the category 2 of ClassII in Akademi Service i.e., Research Officer Administrative Officer/Production Officer.

5. Qualifications :

i) Direct Recruitment : a. Should possess a I or II Class Master's Degree of a University
b. Should have studied Telugu as one of the subjects at post Matric level and should possess good vocabulary and working knowledge in Telugu.
c. Experience in teaching Intermediate and Degree classes through Telugu as medium of institution in a recognized college of not less than five years.
d. Administrative experience of at least five years, in organization dealing with
a. Book Production and Sales; and
b. Business Management.

AGE : As per the State Govt. Rules from time to time.

ii) Recruitment by Promotion : i) should possess a I or II Class Post Graduate Degree of a University and
ii) Internal candidate with Ph.D Degree should have put in a regular service of not less than 5 years (Reduce the service from 8 years to 5 years as on 3.1.2009, 118th Standing Committee of the Telugu Akademi in residuary Stat of A.P for Administrative Matters) in Category 2 of Class II, i.e., Research Officer., Administrative Officer/ Production)
iii) Internal candidate with a Post Graduate Degree shall put in a regular Service of not less than 12 years in Category 2 of Class II (i.e., Research Officer/ Administrative Officer/ Production Officer).

6. Appointing Authority : The Chairperson of the Akademi shall be the Appointing Authority.

5. POST OF DEPUTY DIRECTOR (PUBLICATIONS) (Sciences):

1. Name of the post : Deputy Director (Publication) (Sciences)

2. Constitution of the Post : Category I of Class II in Akademi Service

3. Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres

4. Method of Recruitment : i) By Direct recruitment
(or)
ii) Recruitment by Promotion from among the Officers working in the category 2 of Class II in Akademi Service i.e., Research Officer Administrative Officer/Production Officer.

5. Qualifications :

i) Direct Recruitment : a. Should possess a I or II Class Master Degree of a University in Sciences.
b. Should have studied Telugu as one of the subjects at post Matric level and should possess good vocabulary and working knowledge in Telugu.
c. Experience in teaching Intermediate and Degree classes through Telugu as medium of institution in a recognized college of not less than five years.
d. Administrative experience of atleast five years, in organisation dealing with
a. Book Production and Sales; and
b. Business Management

AGE : As per Govt. Rules from time to time.

ii) Recruitment by Promotion : i) should possess a I or II Class Post Graduate Degree of a University in Sciences
and
ii) Internal candidate with Ph.D Degree should have put in a regular service of not less than5 years in Category 2 of Class II, i.e., Research Officer., Administrative Officer/ production)
iii) Internal candidate with a Post Graduate Degree shall put in a regular Service of not less than 12 years in Category 2 of Class II (i.e., Research Officer/ Administrative Officer/ Production Officer).

6. Appointing Authority : The Chairperson of the Akademi.

6. FOR THE POST OF RESEARCH OFFICER ;

1.	Name of the post	:	RESEARCH OFFICER
2.	Constitution of the Post	:	Category 2 of Class II in Akademi Service
3.	Scale of Pay	:	State Govt scales shall apply from time to time in the equalant cadres
4.	Method of Recruitment	:	i) By Direct recruitment (or) ii) Recruitment by Promotion
5.	Qualifications :		
i)	Direct Recruitment	:	i) I or II Class Master's Degree with not less than 55% marks in the subject concerned. ii) Ph.D. iii) Eight years experience of teaching and/or research including up to 3 years for research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational renovation, design of courses and curriculum. AGE : As per State Govt. Rules from time to time.
ii)	Recruitment by Promotion	:	Employees working in Telugu Akademi in the cadre of Research Assistants; and ii) Should have put in 10 years of regular service in Category 3 of Class II i.e., Research Assistant without Ph.D. qualification in subject concerned. iii) Should have put in 5 years of regular service in Category 3 of Class II i.e., Research Assistant with Ph.D. qualification in the subject concerned.
6.	Appointing Authority	:	The Chairperson of the Akademi .

(Note :- In the event of non availability of candidates in Telugu Akademi with required qualifications, direct recruitment will be resorted).

7. FOR THE POST OF ADMINISTRATIVE OFFICER;

1. Name of the post : ADMINISTRATIVE OFFICER
2. Constitution of the post : Category 2 of Class II in the Akademi service
3. Scale of pay : State Government scales shall apply from time to time in the equalant cadres.
4. Method of recruitment : i) By Direct recruitment through open advertisement, or
   ii) By Promotion from the Managers in Category 3 of Class - II ; or
   iii) By deputation of Officers from any department of the Government of Andhra Pradesh.
5. Qualifications : i) <u>By direct recruitment :</u>
   1st or 2nd Class Degree of M.B.A or M.A. or M.Sc., or M.Com., of a recognised University in India with B.A. Standard Telugu. Preference will be given to persons possessing a degree in Law of a recognised University in addition to Post - Graduate degree. 5 years experience in supervisory capacity in Administrative or Esstt. matters either in a Government. Department or in an undertaking of the State or Central Government. or in a large commercial or Industrial concern with through knowledge in establishment matters and interpretation of rules.

PROBATION : : As per the State & Subordinate Rules of the State Govt issued from time to time.

Age : As per the State Government Rules.

Test : : Must pass the Accounts Test for Sub-ordinate Officers part-I during the period of probation.

2) <u>By Promotion from Managers in Category 3 of class - II :</u>
   Must have put in a regular service of 3 years as Manager in the Akademi and must be a graduate from a recognized University in India.
   <u>PROBATION :</u> One year on duty within a continuance period of 2 years.

3) By deputation : Must have put in a service of not less than 3 years as Assistant Director in any of the offices of the Heads of Departments service. Must be a graduate from a recognized University in India.

6. Appointing Authority : The Chairperson of the Akademi .

8. FOR THE POST OF PRODUCTION OFFICER :

1. Name of the post : PRODUCTION OFFICER

2. Constitution of the Post : Category 2 of Class II

3. Scale of Pay : State Government scales shall apply from time to time in the equalant cadres

4. Method of Recruitment : i) By Direct recruitment

(or)

ii) Recruitment by Promotion from the category of Printing Superintendent.

iii) By deputation.

5. Qualifications :

i) Direct Recruitment : 1) Should have M.B.A., or Degree in Business Management with 1st or 2nd Class.

2) Degree/Diploma in Printing Technology

3) 5 years experience in Sales/ Stores/ Printing in a Service Business/ Stores/ Printing Organization.

4) Should have studied Telugu at Intermediate level of Education.

5) Between 25 - 40 years of age.

6) Probation 2 years.

ii) By Promotion : From the Category of Printing Superintendent

and

1) Should have put in 3 years service as Printing Superintendent.

iii) By Deputation : When Candidates are not available by promotion from among the Akademi Staff (i.e. Printing superintendent) Officers from the Text Book Press/Printing & Stationary

Department/Publication wing of State/Central Government holding similar scale are eligible for deputation.

6. Appointing Authority : The Chairperson of the Akademi

9. FOR THE POST OF ACCOUNTS OFFICER;

1.Name of the post : ACCOUNTS OFFICER

2. Constitution of the post service : Category 2 of Class II in the Akademi

3. Scale of pay : State Government scales shall apply from time to time in the equalant cadres.

4. Method of recruitment : i) By Direct recruitment

ii) By Promotion from the Manager (Accounts) - Category III of Class - 2.

iii) By deputation of Officers from the A.G./ Treasuries and Accounts/L.F. Accounts/Finance Department.

5. Qualifications : I) <u>By direct recruitment :</u>

i) 1st or 2nd Class Master's Degree of recognised University in India.
ii) 10 years experience in Accounts in A.G./Treasury & Accounts/L.F. Accounts/ Finance Department with the working knowledge of Telugu.
iii) Probation : As per the State Govt Rules
iv) <u>AGE :</u> As per the State Govt Rules.
v) Must have passed Account Text for Subordinate Officers Part I & II.

II) <u>By Promotion :</u>

i) Graduate from any recognized University;
ii) Pass in Account Test for Subordinate Officer Part I & II
iii) Must have put in a regular service of 3 years as Manager in the Akademi.

III) <u>By deputation :</u>

When candidates are not available by promotion from among the Akademi

staff (i.e. Manager) Officers from the A.G./Finance/Treasuries and Accounts/L.F. Accounts Department holding similar scale are eligible for deputation.

6. Appointing Authority : The Chairperson of the Akademi.

10. FOR THE POST OF SALES OFFICER;

1. Name of the post : SALES OFFICER
2. Constitution of the post : Category 2 of Class II in the Akademi service
3. Scale of pay : State Govt scales shall apply from time to time in the equalant cadres
4. Method of recruitment : i) By Direct recruitment through open advertisement;
   ii) By Promotion from Mangers in Category 3 of Class II
   iii) By deputation of Officers from any Department of the Government of Andhra Pradesh.
5. Qualifications : 1) <u>By Direct recruitment :</u>
   1st or 2nd Class Masters degree of a recognised University in India. 10 years experience in supervisory capability in Administrative Matters either in a Government Department or in an undertaking of the State or Central Government or in a large commercial or Industrial concern with thorough knowledge in matters dealing with stores and sales of goods.

PROBATION : As per the State Government Rules

Age : As per the State Government Rules

Test : Must pass the Accounts Text for Sub-Ordinate Officers Part-I during the period of probation.

2) <u>By Promotion from Managers in Category 3 of Class I</u>
   Must have put in a regular service of 3 years as Manager in the Akademi and must be a graduate from a recognised University in India.

PROBATION : One year on duty within a continuous period of 2 years.

3) By deputation : (When candidates are not available by promotion from among the Akademi Staff). Must have put in a service of not less than 5 years as Assistant Director in any of the Offices of the Heads of Departments or as Section Officer in A.P. Secretariat Service. Must be a graduate from a recognised University in India.

6. Appointing Authority : The Chairperson of the Akademi

11. FOR THE POST OF STORES OFFICER;

1.	Name of the post	:	STORES OFFICER
2.	Constitution of the post	:	Category 2 of Class II in the Akademi service
3.	Scale of pay	:	State Govt scales shall apply from time to time in the equalant cadres.
4.	Method of recruitment	:	i) By Direct recruitment Through open advertisement; ii) By Promotion from Mangers in Category 3 of Class II iii) By deputation of Officers from any Department of the Government of Andhra Pradesh.
5.	Qualifications	:	1) By direct recruitment : 1st or 2nd Class Masters degree of a recognized University in India. 10 years experience in supervisory capacity in Administrative Matters either in a Government Department or in an undertaking of the State or Central Government or in a large commercial or Industrial concern with thorough knowledge in matters dealing with stores

PROBATION : As per the State Government Rules

Age : As per the State Government Rules.

Test : Must pass the Accounts Text for Sub-Ordinate Officers Part-I during the period of probation.

2) By Promotion from Managers in Category 3 of Class II

Must have put in a regular service of 3 years as Manager in the Akademi and

must be a graduate from a recognised University in India.

PROBATION : As per the State Government Rules

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3) By deputation : (When candidates are not available by promotion from among the Akademi Staff). Must have put in a service of not less than 5 years as Assistant Director in any of the Offices of the Heads of Departments or as Section Officer in A.P. Secretariat Service. Must be a graduate from a recognised University in India.

6. Appointing Authority : The Chairperson of the Akademi.

12. FOR THE POST OF RESEARCH ASSISTANT :

1. Name of the post : RESEARCH ASSISTANT

2. Constitution of the Post : Category 3 of Class II in Akademi Service

3. Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres.

4. Method of Recruitment : i) By Direct recruitment
(or)
ii) Recruitment by Promotion
(or)
ii) By deputation

5. Qualifications :

i) Direct Recruitment : i) First or Second class Post-Graduate Degree in the concerned subject with not less than 55% of marks;

ii) Should be qualified in National Eligibility Test;

iii) Should possess M.Phil in the subject concerned.

Age : As per the State Govt. Rules from time to time.

ii) Recruitment by Promotion : Candidates working in Telugu Akademi in the Category 4 of Class-II, i.e., Publication Assistants and Survey Assistants should have put in not less than 5 years of regular service;

and

iii) By deputation : Should possess the qualifications required for the direct recruitment.

6. Appointing Authority : The Director of the Akademi.

13. THE POST SUPERINTENDENT OF PRINTING;

1. Name of the Post : PRINTING SUPERINTENDENT

2. Constitution of the Post : Category 3 of Class II in the Akademi Service

3. Scale of Pay : State Government scales shall apply from time to time in the equalant cadres

4. Method of recruitment : i) By Direct recruitment
(or)
ii) By Promotion

5. Qualifications :

a) By direct recruitment:

i) Minimum General Educational qualifications prescribed in the schedule to State and subordinate service Rules.

ii) A Degree or Diploma in Printing (LPT) Technology in any recognized Institute or University

iii) A Degree holder in printing Technology must possess an experience of 3 years and Diploma holder for 5 years.

b) By Promotion

i) 5 years as Project Assistant in Telugu Akademi service

ii) Must have a Diploma in Printing / A Certificate Programme in offset machine printing in any recognised Institute or University.

iii) Departmental Test for Government Press Officers.

PROBATION : As per the State Government Rules

Age : As per the State Government Rules

6. Appointing Authority : The Chairperson of the Akademi .

14.FOR THE POST OF MANAGER;

1. Name of the Post : MANAGER.

2. Constitution of the Post : Category 3 of Class II in the Akademi Service.

3. Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres.

4. Method of recruitment : i) By Direct recruitment
(or)
ii) By deputation
(or)
iii) By Promotion

5. Qualifications : 1. By direct recruitment :

Not less than post Graduate Degree with B.A. standard in Telugu, 5 years experience as Supervisory capacity in Government or Private Officer or undertaking.

ii. By Deputation :

Not less than 3 years service as Superintendent in Heads of Departments or approved probationer in the Category of Section Officer in the Secretariat.

ii. By Promotion :

From the Category 1 of Class III, Must have put in not less than 3 years service in Category 1 of Class III
i.e., Assistant Manager, Librarian, P.A to Director must have passed Accounts test for subordinate Officer- I.

6. Appointing Authority : The Director of the Akademi shall be the appointing Authority.

15. FOR THE POST OF SURVEY ASSISTANT ;

1. Name of the post : SURVEY ASSISTANT

2. Constitution of the Post : Category 4 of Class II in Akademi Service

3. Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres

4. Method of Recruitment :
   i) By Direct recruitment
   (or)
   ii) Recruitment by transfer among the ministerial staff working in categories 1, 2, 3, 4 of Class-III, i.e., Assistant Manager / Technician/Printing Assistant/P.A. to Director/Senior Assistant/U.D.Steno/ Assistant Librarian/ Junior Assistant/Typist.
   (or)
   ii) By deputation

5. <u>Qualifications :</u>

i) Direct Recruitment :
   Essential :
   i) 1st and 2nd Class M.A., Degree in Linguistics (in the case of Ph.D., in Linguistics, M.A. in Linguistics need not be inserted upon).

   Candidates with M.A. Linguistics should have studied in Telugu Medium at the first Degree level or should have proficiency in Telugu or equal standard.

   Age : As per Govt. Rules from time to time.

ii) Recruitment by Transfer :
   i) Should possess the qualification prescribed for direct recruitment.
   ii) Should have put in a regular service of not less than Five years in one more than one of the following categories Assistant Manager / Printing Assistant/Technician/P.A. to Director/Senior Assistant/U.D.Steno/ Assistant Librarian/ Junior Assistant/Typist.
   and

iii) Recruitment by deputation :
   i) Should possess the qualifications required for the direct recruitment.
   ii) Must have put in a service of not less than 5 years in the category/categories for which recruited.

6. Appointing Authority : The Director of the Akademi.

16. FOR THE POST OF PUBLICATION ASSISTANT ;

1. Name of the post : PUBLICATION ASSISTANT

2. Constitution of the Post : Category 4 of Class II in Akademi Service

3. Scale of Pay : State Government scales shall apply from time to time in the equalant cadres

4. Method of Recruitment : i) By Direct recruitment

(or)

ii) Recruitment by transfer among the ministerial staff working in categories 1, 2, 3, 4 of Class-III, i.e., Assistant Manager / Technician/Printing Assistant/P.A. to Director/Senior Assistant/U.D.Steno/ Assistant Librarian/ Junior Assistant.

(or)

ii) By deputation

5. Qualifications :

i) Direct Recruitment : i) First or Second class post - graduate degree in the subject concerned. The Candidates should have studied in Telugu Medium at degree level or should have proficiency in Telugu or equal standard.

Age : As per the State Govt. Rules from time to time.

ii) Recruitment by Transfer : i) Should possess the qualification prescribed for direct recruitment.

ii) Should have put in a regular service of not less than Five years in one more than one of the following categories Assistant Manager / Printing Assistant/Technician/P.A. to Director/Senior Assistant/U.D.Steno/ Assistant Librarian/ Junior Assistant/Typist.

and

iii) Recruitment by deputation : i) Should possess the qualifications required for the direct recruitment.

ii) Must have put in a service of not less than 5 years in the category/categories for which recruited.

6. Appointing Authority : The Director of the Akademi.

17. FOR THE POST OF ASSISTANT MANAGER:

1. Name of the Post : ASSISTANT MANAGER

2. Constitution of the Post : Category 1 of Class III in the Akademi Service

3. Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres

4. Method of recruitment : i) By Direct recruitment

(or)

ii) By Promotion

5. Qualifications : i) By direct recruitment:

M.A., M.Sc., or M.Com., Degree with not less than 2nd Class of a recognised University with B.A. standard in Telugu.

Experience : Not less than 3 years as U.D.C. or equivalent post in a Government or Private Offices.

ii) By Promotion

1. From Category 3 of Class III. Must have passed Accounts Test for subordinate Officers Part - I.

2. Should have put in not less than 3 years of regular service in Category 3 of Class III.

6. Appointing Authority : The Director of the Akademi .

18. FOR THE POST OF P.A. TO DIRECTOR;

1. Name of the Post : P.A. To Director

2. Constitution of the Post : Category 1 of Class III in the Akademi Service

3. Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres

4. Method of recruitment : i) By Direct Recruitment;

ii) By Promotion from the Category of Stenos or U.D.Cs.

5. Qualifications : i) By direct recruitment:

1. In the case of Candidates other than those belonging to the S.C. and S.T. a First Class or II class degree of B.A., B.Sc., or B.Com with B.A. standard in Telugu.

2. In the case of candidates belonging to the S.C.or S.T., a third class B.A., B.Sc., or B.Com., with B.A. standard in Telugu.

3. English Shorthand by the Higher Grade, Telugu Short hand by Lower Grade, Telugu Typewriting by Lower Grade and English Typewriting by Higher Grade.

6. Appointing Authority : The Director of the Akademi.

19.THE POST OF LIBRARIAN;

1. Name of the Post : LIBRARIAN

2. Constitution of the Post : Category 1 of Class III in the Akademi Service

3. Scale of Pay : State Government scales shall apply from time to time in the equalant cadres

4. Method of recruitment : i) By Direct recruitment

(or)

ii) By Promotion

5. Qualifications : i) By direct recruitment:

1. Must be a Graduate with B.A., standard in Telugu.

2. B.L.Sc. or Diploma in Library Science or Librarianship.

ii) By Promotion

In addition to the qualifications required for direct recruitment must have rendered service as Assistant Librarian for not less than 5 years.

6. Appointing Authority : The Director of the Akademi.

20.FOR THE POST OF PROJECT ASSISTANT;

1. Name of the Post : PROJECT ASSISTANT

2. Constitution of the Post : Category 2 of Class III in the Akademi Service

3. Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres

4. Method of recruitment : 1) By Direct Recruitment (or)
   2) By Deputation

5. Qualifications : 1) By Direct Recruitment
   a) Minimum General Education Qualification.
   b) MCA or BE/B.Tech (computers) in any Recognised University.
   c) 2 Years experience in Computer Projects.

   2) By Deputation

   Officers with qualifications of (a) (b) (c) with similar scale considered from the Text Book press/Printing & Stationary Department/Publication wing of State/Central Government.

6. Appointing Authority : The Director of the Telugu Akademi.

21. FOR THE POST OF SENIOR ASSISTANT;

1. Name of the Post : SENIOR ASSISTANT

2. Constitution of the Post : Category 3 of Class III in the Akademi Service

3. Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres

4. Method of recruitment : i) By Direct recruitment
(or)
ii) By Promotion

5. Qualifications : i) By direct recruitment:

1. In the case of candidates other than those belongs to Scheduled Caste or Scheduled Tribes must have passed a Degree of M.A., M.Sc., or M.Com., or must have passed B.A. (Hons), B.Sc., (Hons) or B.Com., (Hons) or B.A., B.Sc., or B.Com. with atleast II Class of any recognised University in India with Telugu as IInd Language at the Degree Level.

2. In the case of candidates belonging to Scheduled Castes or Scheduled Tribes in respect of the posts reserved for them must have passed a Degree of Arts or Commerce or Science of any recognised University in India with Telugu as IInd Language.

ii) By Promotion

Must have put in a service of not less than 3 years as Junior Assistant or Typist.

AGE : As per the Government Rules from time to time.

5. Appointing Authority : The Director of the Akademi.

22. FOR THE POST OF STENOGRAPHER;

1. Name of the Post : STENOGRAPHER

2. Constitution of the Post : Category 3 of Class III in the Akademi Service

3. Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres

4.	Method of recruitment	:	i) By Direct recruitment (or) ii) By Promotion
5.	Qualifications	:	i) By direct recruitment: 1. P.U.C. or Intermediate with Telugu as Second Language. 2. Shorthand and Typewriting Higher Higher Grade in English (for English Stenographer) Shorthand and Typeriting Higher Grade in Telugu (for Telugu Stenographer). ii) By Promotion Shorthand and Typewriting by Higher Grade in English or Telugu mst have put in not less than 3 years as LDC or Typist.
6.	Appointing Authority	:	The Director of the Akademi.

23. FOR THE POST OF ASSISTANT LIBRARIAN;

1.	Name of the Post	:	ASSISTANT LIBRARIAN
2.	Constitution of the Post	:	Category 3 of Class III in the Akademi Service
3.	Scale of Pay	:	State Govt scales shall apply from time to time in the equalant cadres
4.	Method of recruitment	:	By Direct recruitment
5.	Qualification	:	1. Any Graduate with B.A. standard in Telugu; 2. Degree in Bl.Sc., or Diploma in Library Science or Librarianship; 3. 3 Years experience in Library.
6.	Appointing Authority	:	The Director of the Akademi.

24. FOR THE POST OF SENIOR ASSISTANT (COMPUTER);

1) Name of the Post : Senior Assistant(Computers)
2) Constitution of the Post Services : Category 3 of Class III in the Akademi
3) Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres
4) Method of recruitment :
5) Qualification :

By Promotion:
Must have put in a service of not less than 3 years as Photo Composing Operator

6) AGE : as per the state Government rules time to time.
7) Appointing Authority : the Director of the Akademi

25. FOR THE POST OF TYPIST;

1. Name of the Post : TYPIST

2. Constitution of the Post : Category 4 of Class III in the Akademi Service

3. Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres

4. Method of recruitment : i) By Direct recruitment
(or)
ii) By recruitment by transfer among the Typists, Telephone Operator, Record Assistants and Office Subordinates.

5. Qualifications : <u>i) By direct recruitment:</u>

1. Must possess Intermediate qualification with Telugu as Second Language.

2. Must have passed Typewriting Higher Grade in both English and Telugu in the Examinations conduct by the State Board of Technical Education and Training, A.P.
<u>AGE</u> : As per the Government Rules from time to time.

ii) By transfer among the Typists, Telephone Operator, Record Assistants and Office Subordinates.

1. Should posses at least S.S.C. qualification.

2. Should have studied Telugu as one of the subjects at S.S.L.C./H.S.C./S.S.C. Level and

3. Should have passed Typewriting Higher Grade in both English and Telugu in the examination conducted by the State Board of Technical Education and Training Andhra Pradesh.

4. Should have satisfactorily completed the period of probation in the post which he/she was holding.

6. Appointing Authority : The Director of the Akademi.

26. FOR THE POST OF JUNIOR ASSISTANT;

1. Name of the Post : JUNIOR ASSISTANT

2. Constitution of the Post : Category 4 of Class III in the Akademi Service

3. Scale of Pay : State Government scales shall apply from time to time in the equalant cadres

4. Method of recruitment : i) By Direct recruitment
(or)
ii) By recruitment by transfer among the Typists, Telephone Operator, Record Assistants and Office Subordinates.

5. Qualifications : i) By direct recruitment:

Must have passed a Degree in Arts, Commerce or Science of any recognised University in India, With Telugu as Second Language.

AGE : As per the Government Rules from time to time.

ii) By recruitment by transfer among the Typists, Telephone Operator, Record Assistants and Office Subordinates.

1. Should posses at least Intermediate qualification.

2. Should have studied Telugu as one of the subjects at S.S.L.C./H.S.C./S.S.C. Level and

3. Should have satisfactorily completed the period of probation in the post which he/she was holding.

Preference among all should be given to those who acquire a Degree qualification.

6. Appointing Authority : The Director of the Akademi.

27. FOR THE POST OF TELEPHONE OPERATOR;

1. Name of the Post : TELEPHONE OPERATOR

2. Constitution of the Post : Category 4 of Class III in the Akademi Service

3. Scale of Pay : State Government scales shall apply from time to time in the equalant cadres.

4. Method of recruitment : By Direct recruitment

5. Qualifications : 1. Pass in SSC or equivalent with Telugu as Second Language.

2. Certificate to operate the Telephone Exchange by D.M. Telephones.

6. Appointing Authority : The Director of the Akademi.

28. FOR THE POST OF DRIVER (HMV);

1)	Name of the Post	:	Driver(HMV)
2)	Constitution of the Post	:	Class IV of the Akademi Service
3)	Scale of Pay	:	State Government scales shall apply time to time
4)	Method of recruitment	:	Direct Recruitment
5)	Qualification issued	:	As per the A.P Last Grade Service Rules By the Government of AP time to time
6)	AGE time	:	as per the state Government rules time to
7)	Appointing Authority	:	the Director of the Akademi

Note: from the year 2005 onwards this post is utilized on outsourcing basis

29.FOR THE POST OF PHOTO COMPOSING OPERATOR;

1.	Name of the Post	:	PHOTO COMPOSING OPERATOR
2.	Constitution of the Post	:	Category 4 of Class III in the Akademi Service
3.	Scale of Pay	:	State Govt scales shall apply from time to time in the equalant cadres
4.	Method of recruitment	:	By Direct recruitment
5.	<u>Qualifications</u>	:	
	a) Academic qualifications	:	Must be a Graduate.
	b) Technical qualification	:	Pass in Lower Grade in English and Telugu Typing of Andhra Pradesh Board of Technical Education. <u>EXPERIENCE :</u> Exposure to Apple Desk Top Photo Type Setting Unit. <u>AGE</u> : As per the State Govt Rules from time to time Rules. In exceptional cases, requirement of Graduation may be relaxed.
6.	Appointing Authority	:	The Director of the Akademi.

30. FOR THE POST OF DRIVER (LVM);

1) Name of the Post : Driver(LMV)
2) Constitution of the Post : Class IV of the Akademi Service
3) Scale of Pay : State Government scales shall apply time to time
4) Method of recruitment : Direct Recruitment
5) Qualification : As per the A.P Last Grade Service Rules issued by the Government of AP time to time
6) AGE : as per the state Government rules time to time
7) Appointing Authority : the Director of the Akademi

Note: from the year 2005 onwards this post is utilized on outsourcing basis.

31. FOR THE POST OF ELECTRICIAN-CUM-RONEO OPERATOR;

1. Name of the Post : ELECTRICIAN-CUM-RONEO OPERATOR
2. Constitution of the Post : Category 5 of Class III in the Akademi Service.
3. Scale of Pay : State Government scales shall apply from time to time in the equalant cadres
4. Method of recruitment : By Direct recruitment
5. Qualifications : Technical Certificate holder, experience in handling the Roneo Machine and skill in repairing the Electrical fittings.
6. Appointing Authority : The Director of the Akademi.

32. FOR THE POST OF RECORD ASSISTANT;

1. Name of the Post : RECORD ASSISTANT
2. Constitution of the Post : Category 5 of Class III in the Akademi Service
3. Scale of Pay : State Government scales shall apply from time to time in the equalant cadres.
4. Method of recruitment : By Direct recruitment.

5. Qualifications : As per the A.P. General Subordinate Rules issued by the Government of A.P from time to time.

6. Appointing Authority : The Director of the Akademi.

33. FOR THE POST OF WATCHMAN:

1. Name of the Post : WATCHMAN

2. Constitution of the Post : Class IV in the Akademi Service

3. Scale of Pay : State Govt scales shall apply from time to time in the equalant cadres

4. Method of recruitment : By Direct recruitment

5. Qualifications :As per the A.P. Last Grade Service Rules issued by the Govt of A.P from time to time.

6. AGE : As per the State Government Rules from time to time.

7. Appointing Authority : The Director of the Akademi.

34**. FOR THE POST OF OFFICE SUBORDINATE;**

1. Name of the Post : OFFICE SUBORDINATE

2. Constitution of the Post : Class IV in the Akademi Service.

3. Scale of Pay : State Government scales shall apply from time to time in the equalant cadres

4. Method of recruitment : By Direct recruitment.

5. Qualifications : As per the A.P. Last Grade Service Rules issued by the Govt of A.P from time to time.

6. Appointing Authority : The Director of the Akademi shall be the appointing Authority.

SATISH CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT